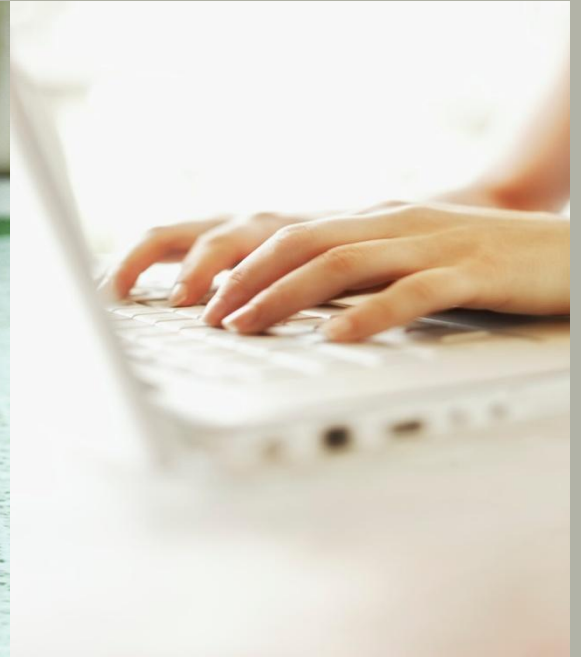


# Welcome to ePay

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# Introduction to ePay

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- Introduced into Budget Epilogue language in 2008, ePay is a secure online electronic view of advice and live paycheck data; available 24 hours a day, 7 days a week.
- Provides access to a minimum 18-month history of prior pay data.
- Easy login and navigation steps, very similar to the eBenefits and Time & Labor Self-Service.
- Social Security Numbers and banking information are safe-guarded and not viewable.
- Login ID and password are unique to each employee.
- Requires Internet Explorer 6 or higher for Windows users and Fire Fox for MAC users.
- Offers a toll-free Call Center for login questions and password resets

# Recognition

- Governor Markell requested ideas to cut cost and generate savings Statewide as a result of the budget crisis.
  - The cost to produce and print current pay advices is ten times more expensive than utilizing ePay secure online.
  - For example, the annual cost of envelopes to stuff paper pay advices is \$40,000.00; imaging adding the cost of postage and paper and other resources.
- Eliminating paper pay advices, envelopes and supplies is a cost-savings suggestion made by many State employees.
- Implementing ePay achieves a long-term cost savings, by doing business more efficiently and provides a cost-effective tool to help the State of Delaware **“GO GREEN”**.



# ePay Facts

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- An electronic view of pay information that offers on time, simultaneous delivery of pay data to all employees.
- Employees can “sneak” preview or access current earnings, taxes, deductions, year-to-date totals, and distribution of net pay biweekly the Wednesday before a Friday payday.
  - If payday Friday is a Federal/State holiday, payday is scheduled accordingly. The data is available according to the scheduled payday.
  - Direct deposit transactions and funds are posted and available on the scheduled payday.
- Reduces the risk of identity theft by eliminating sorting, printing and distribution of paper documents containing sensitive personal data.
- Eliminates the need for special distribution during holiday breaks and in cases of inclement weather.

# Employee Communications

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- Employee ePay Resources

- Employee Packet
- Wallet Card
- Quick Reference Card
- Online ePay Video Tutorial




- Employee Communication web site

- Access to important information, employee announcements and messages

<http://www.omb.delaware.gov/epay>

# ePay Login

- To view current pay data:
    - Go to the secure Employee Self-Service web site
      - Used for ePay, eBenefits and Time & Labor Self-Service
- <https://phrstrapd.spo.state.de.us/>
- Add the link to your “Favorites” for future use
- Enter **EMPL ID** (6-Digit Employee Identification Number) in User ID box
  - Tab or click in the *Password* box



**PeopleSoft8** SELF-SERVICE LOGIN

User ID:

Password:  [Forgot your password?](#)

**Login to PHRST Self-Service Above to Access:**

ePay View Paycheck	Self-Service Time Reporting
Leave Balance Inquiry	Open Enrollment / Benefits Summary

**For Assistance:**

[Self-Service User Account Assistance](#)  
[ePay Information](#)

Employee Self Service options are based on your authorized security.  
The system is unavailable during scheduled site maintenance  
Monday through Friday from 7:00 P.M. to 7:30 P.M.

# ePay Login

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## ● Logging in for the **First Time?**

- Use the **Default Password** for the first login **only**, instructions below.
  - The system automatically prompts you to change the **Default Password** to a strong **Unique Personal Password** when you click **Sign In**.
- Enter **de\$mdd####** in *Password* box
  - Explanation of Default Password:
    - **de** = de (Lower Case letters de for Delaware)
    - **\$** = \$ (Dollar Sign Symbol on Keyboard)
    - **mm** = your two-digit birth month (Example: 04 for April birth month)
    - **dd** = your two-digit birth day (Example: 26 for the 26<sup>th</sup> day of birth month)  
**Do not enter your birth year**
    - **####** = last 4 digits of your Social Security Number
- Click **Sign In**
  - Follow the prompts to create a **Unique Personal Password**, explanation on the next slide.
  - The **Unique Personal Password** you create is used for all future logins to the Employee Self-Service web site.

# ePay Login

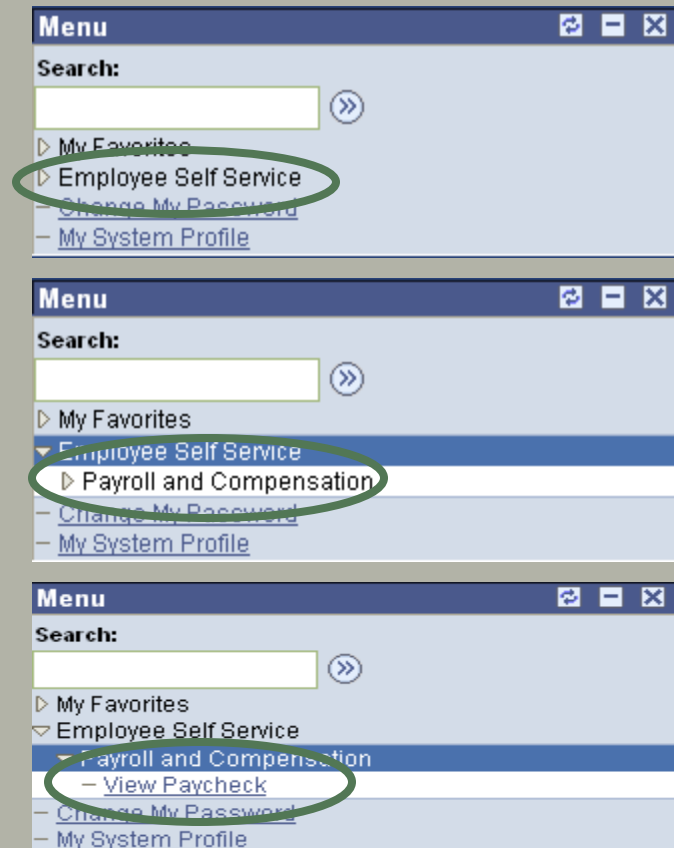
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- Logging in **after** changing the **Default Password**?
  - Enter the strong **Unique Personal Password** you created in *Password* box.
    - Explanation of Strong Password Criteria:
      - Case sensitive and must be a minimum of eight characters long
      - Must contain at least one character from each of the following types:
        - Alpha Characters: Upper case or lower case
        - Westernized Arabic Numerals: 1, 2, 3, 4, 5, 6, 7, 8, 9
        - Special Characters: (! @ # \$ % ^ ? )
      - Passwords **may not** contain your User ID (Employee ID) or the Special Characters < ' & " >
  - Click ***Sign In***
    - The system will prompt you to change your **Unique Personal Password** every 90 days.



# ePay Login

- Click ***Employee Self Service***
- Click ***Payroll & Compensation***
- Click ***View Paycheck***
- Page displays current advice or live paycheck data
  - See Sample in the Employee Packet



# *View a Different Payment*

[Printer Friendly](#)

**Net Pay:** \$1,656.04

**Pay Begin Date:** 06/21/2009

**Pay End Date:** 07/04/2009

**Check Date:** 07/17/2009

[View a Different Payment](#)



- View prior pay data:
  - Click ***View a Different Payment***, on the current pay data page.
  - Click the Pay Period End Date for the advice or live paycheck data to view (See next slide).
    - Dates provided on the Employee Communications web site.
- Year-to-Date Totals
  - The Year-to-Date totals are available on the most current view only.
  - The *View a Different Payment* history will not display Year-to-Date totals.

# View a Different Payment

Pay Check Selection		
Pay Period End Date	Company	Net Pay
<a href="#">2009-01-31</a>	State of Delaware	\$1150.85
<a href="#">2009-01-17</a>	State of Delaware	\$234.71
<a href="#">2009-01-17</a>	State of Delaware	\$1256.07
<a href="#">2008-12-20</a>	State of Delaware	\$1179.31
<a href="#">2008-12-20</a>	State of Delaware	\$1180.83
<a href="#">2008-11-19</a>	State of Delaware	\$1198.07
<a href="#">2008-11-19</a>	State of Delaware	\$1251.26
<a href="#">2008-10-26</a>	State of Delaware	\$1251.26
<a href="#">2008-10-11</a>	State of Delaware	\$1282.60
<a href="#">2008-09-27</a>	State of Delaware	\$1217.52
<a href="#">2008-09-13</a>	State of Delaware	\$1217.54
<a href="#">2008-08-30</a>	State of Delaware	\$1217.52
<a href="#">2008-08-16</a>	State of Delaware	\$1249.43
<a href="#">2008-08-02</a>	State of Delaware	\$1249.41
<a href="#">2008-07-19</a>	State of Delaware	
<a href="#">2008-07-05</a>	State of Delaware	
<a href="#">2008-06-21</a>	State of Delaware	
<a href="#">2008-06-07</a>	State of Delaware	

Select Pay Period End date for a specific Paycheck Date.

Paycheck Date	Pay Period End Date
01/02/09	12/20/08
01/16/09	01/03/09
01/30/09	01/17/09
02/13/09	01/31/09
02/27/09	02/14/09
03/13/09	02/28/09
03/27/09	03/14/09
04/09/09	03/28/09
04/24/09	04/11/09
05/08/09	04/25/09
05/22/09	05/09/09
06/05/09	05/23/09
06/19/09	06/06/09
07/02/09	06/20/09
07/17/09	07/04/09
07/31/09	07/18/09
08/14/09	08/01/09
08/28/09	08/15/09
09/11/09	08/29/09
09/25/09	09/12/09
10/09/09	09/26/09
10/23/09	10/10/09
11/06/09	10/24/09
11/20/09	11/07/09
12/04/09	11/21/09
12/18/09	12/05/09
12/31/09	12/19/09
01/15/10	01/02/10

# Printing

- Printing Pay Information

- Print pay information at home or a secure printer.
- Protect personal information and maintain confidentiality when printing pay information on a shared printer. Pick up printed documents immediately after selecting print.

- ePay Printing

- Click ***Printer Friendly*** button
- Option 1
  - Click ***Print Page*** button
  - Opens ***Print*** option window
- Click ***Print***

[Printer Friendly](#)

Net Pay: \$1,656.04

Pay Begin Date: 06/21/2009

Pay End Date: 07/04/2009

Check Date: 07/17/2009

[View a Different Payment](#)

Company: State of Delaware

Address: 820 Silver Lake Blvd., Suite 100  
Dover, DE 19904

[Print Page](#)

Check Date: 07/17/2009

Pay Begin Date: 06/21/2009

Pay End Date: 07/04/2009

# Delaware Library Locations

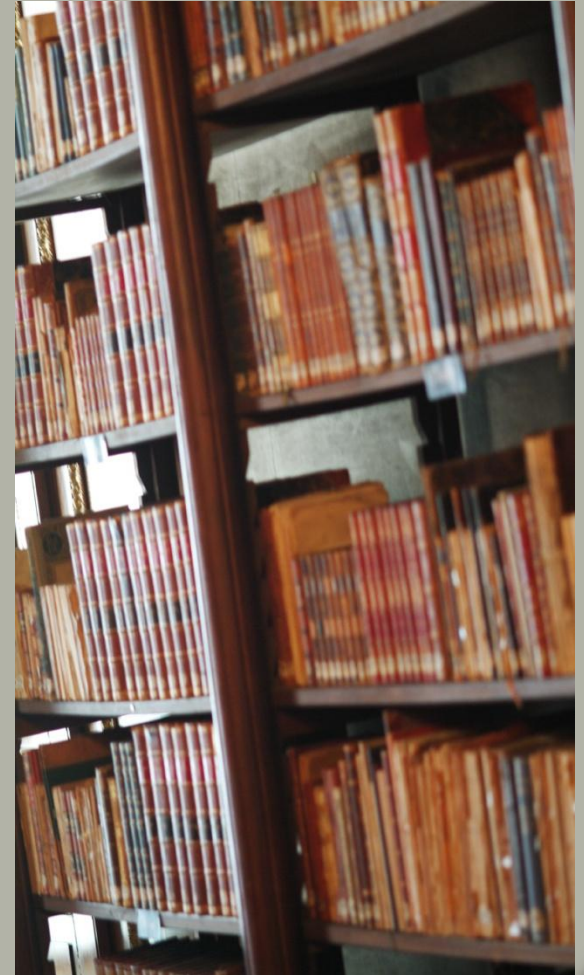
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- Delaware Public Libraries

- Delaware Public Library computers meet the requirements to view ePay securely online and are available to employees who do not have a home computer or access to a State of Delaware computer at their work location.
- For the most current list of Delaware Public Library locations, visit the Delaware Department of State, Division of Libraries web site:

[www.state.lib.de.us](http://www.state.lib.de.us)

- Click ***Find a Delaware Public Library*** in the **Services** section.



# Call Center Support

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- The toll-free Call Center provides an automated system for password resets
- Voicemail is available by selecting Option #1
  - Leave a message with the following information
    - Full Name
    - Employee ID number
    - Telephone Number
    - State email address
    - Last Four Digits of your social security number
- Toll-free Number
  - 1-866-751-7833
- Contact your Human Resources and/or Payroll Office for all other questions regarding your pay data.



# Questions

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